

Purpose: ☐ *Affordable Housing*
 ☐ *Historic Preservation*
 ☐ *Conservation/Open Space*
 ☐ *Recreation*

**Town of Northfield, Massachusetts
Community Preservation Committee
Project Submission Form**

Project Name:

Submitted by: _____

Submission Date: _____

Address, Phone, E-mail:

Town Committee or Organization (if applicable):

Full description of the project (attach a separate sheet if necessary):

Time frame for completion of the project:

How does this project help preserve Northfield's character or further its mission?

What are your funding requirements for this project?

Fiscal Year	Implementation Costs	Maintenance Costs	Total Costs	Other Funding Sources (and \$ amount)	CPA Funds Requested
2012					
2013					
2014					
2015					

Please review the attached worksheet and respond to all necessary and relevant questions.

Town of Northfield, Massachusetts
Community Preservation Committee

Funding Request Questionnaire

Please respond to all relevant questions, and expand as necessary with attached pages. Do not delete any questions. If the question is not relevant to your project, please write “not applicable”

General Questions

- 1) How would the project preserve the character of Northfield?
- 2) Does the project require urgent attention?
- 3) Does the project serve a currently underserved population?
- 4) Does the project preserve a threatened resource?
- 5) Does the project fit within the current zoning, environmental, building, and other regulations?
- 6) Does the project have a means of support for maintenance and upkeep?
- 7) Does the project involve currently owned town assets?
- 8) What community support does the project have?
- 9) Does the project have support from a Town Board or Committee?
- 10) Does the project have the support of the majority of immediate abutters?
- 11) Does the project reclaim abandoned or previously developed resources?
- 12) Does the project require special permitting?
- 13) What volunteer possibilities exist?
- 14) What volunteer work has been completed or pledged?

Town of Northfield, Massachusetts
Community Preservation Committee

Open Space Questions

- 1) Is the project within a delineated wellhead protection area?
- 2) Would the project enhance protection of a public water supply?
- 3) Is wetland protection a consideration?
- 4) Is vernal pool protection a consideration?
- 5) Is stream and bank protection an issue?
- 6) Is this an Area of Critical Environmental Concern?
- 7) Is this project within the Natural Heritage Endangered Zone?
- 8) Would this proposal contribute to forested land?
- 9) Will this purchase protect other parcels?
- 10) Does this parcel abut protected land?
- 11) Does this parcel support a significant wildlife habitat?
- 12) Is this parcel at risk for development?
- 13) Is this parcel listed for sale?
- 14) Did this parcel have a past proposal for development?
- 15) Are grants available? If so has application been made?
- 16) Is there a historic significance to this parcel?
- 17) Are there any active or passive recreation possibilities associated with this parcel?
- 18) Is this parcel suitable for a community garden or farm?
- 19) Is this parcel suitable for nature observation and educational programs?

Town of Northfield, Massachusetts
Community Preservation Committee

Historic Preservation Questions

- 1) Is the property eligible for listing on the National Register of Historic Places?
- 2) Is the property eligible for listing on the State Historic Register?
- 3) Is the property in danger of being demolished?
- 4) Are there potential archeological artifacts at the site?
- 5) Has the property been noted in published histories of the town or county?
- 6) Are there other potential uses for the property, which could benefit the town?
- 7) Could the building be converted for affordable housing use while still retaining its historic quality?
- 8) Is the owner also interested in preserving the historic integrity of the property?
- 9) Is there an opportunity for other matching funding to preserve the property?
- 10) What are the particularly important historic aspects about the property?
- 11) Was a known architect of the era involved in the design of the structure?
- 12) Did the property ever play a documented role in the history of the town?

Town of Northfield, Massachusetts
Community Preservation Committee

Affordable Housing Questions

1. Will this involve the renovation of an existing building? If so,
 - ☐ Is the building structurally sound?
 - ☐ Is it free of lead paint? (This would be necessary if children are to live there.)
 - ☐ Is it free of asbestos, pollutants, and other hazards?
 - ☐ Is the septic system in compliance with Title 5?
 - ☐ Does the building comply with building and sanitary codes?
 - ☐ Is it handicap accessible?
 - ☐ Is this a conversion of market rate to affordable housing?
 - ☐ Is this a tax title property?
2. Does this project involve the building of a new structure? If so,
 - ☐ Will the structure be built on tax title property?
 - ☐ Will it be built on Town owned land?
 - ☐ Will it be built on donated land?
 - ☐ Are there other grants available to help fund this project? Explain.
 - ☐ Are there other programs such as Habitat for Humanity involved?
 - ☐ Will the project be built on a previously developed site?
3. Does the project provide housing that is similar in design and scale with the surrounding community?
4. What income level(s) would the project serve?
5. What age group(s) will it serve?
6. Will it be located near conveniences?
7. Will there be multiple units?
8. Can long term affordability be assured?
9. Will priority be given to local residents, Town employees, or employees of local businesses?

Town of Northfield, Massachusetts
Community Preservation Committee

Recreation Selection Questions

- 1) What age groups would use the project?
- 2) How many people could use the project at once?
- 3) Can the project be used for more than one activity (multiuse)?
- 4) In what ways would the project protect and endanger resources?
- 5) What town resources (Highway Dept., etc.) would be needed for maintenance?
- 6) In what ways might the project increase appreciation for Northfield's resources?
- 7) Could the project be used by young people unsupervised by an adult?
- 8) Does the project include considerations for parking?
- 9) During what times of the year could the project be used?
- 10) Does the project match the surrounding areas character?
- 11) What are the project's safety considerations?
- 12) Does the project meet all building and safety codes?
- 13) Would the project be handicap accessible?
- 14) Does the project take advantage of connections to other resources?